

# PROJECT CANOPY PLANNING AND EDUCATION GRANTS 2015 APPLICATION GUIDELINES

THE DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY'S  
MAINE FOREST SERVICE AND GROWSMART MAINE  
USDA FOREST SERVICE – URBAN AND COMMUNITY FORESTRY CFDA 10:675



Mandatory Grant Workshops  
**TBA**

Application Deadline  
**December 4, 2015**

Project Canopy  
Maine Forest Service  
22 State House Station  
Augusta, ME 04333  
1-800-367-0223

# PROJECT CANOPY

## **INTRODUCTION:**

Project Canopy is seeking proposals from municipal governments, non-profit organizations, and educational institutions that support community forestry planning and education projects in Maine communities. **The ultimate goal of this grant program is to support community efforts to develop and maintain long-term community forestry programs.**

Project Canopy estimates that approximately **\$100,000** will be available for this grant program. This amount is contingent on federal and state funding levels. Applicants are eligible to request up to **\$10,000** in federal funds under this program. The grant period is from February 15, 2016 to July 15, 2017.

## **BACKGROUND AND PURPOSE:**

The Urban and Community Forestry Assistance Program is a national initiative designed to strengthen the connections between people and their environment. The USDA Forest Service Urban and Community Forestry Program was authorized by the Cooperative Forestry Assistance Act of 1978 (PL95-313) and revised by the 1990 Farm Bill (PL101-624) to promote natural resource management in populated areas and improve quality of life. Urban and Community Forestry Program goals of awareness, outreach and environmental equity, partnerships, and comprehensive natural resource management focus on achieving healthy sustainable forests, sustainable economic development, and information management.

Project Canopy delivers the urban and community forestry program in Maine. Project Canopy has a vision that *every community will actively and wisely manage its community forestry resources in a sustainable manner, and that all Maine citizens become well informed as to the proper management of these resources and the benefits derived from them.* Project Canopy has identified four goals to support this vision. Projects proposed under this grant program must effectively contribute toward the following Project Canopy goals and USDA Forest Service national goals:

### Project Canopy Goals:

1. Increase the number of managing community forestry programs.
2. Stimulate and heighten public awareness of what the community forest is, its role and benefits.
3. Create and maintain partnerships.
4. Promote comprehensive resource management of community forests and related natural resources.

### USFS National Goals:

1. Restore, sustain, and enhance the Nation's Forests and grasslands.
2. Provide and sustain benefits to the American people.
3. Conserve open space.
4. Sustain and enhance outdoor recreation opportunities.
5. Maintain basic management capabilities of the Forest Service.
6. Engage urban America with Forest Service programs.
7. Provide science-based applications and tools for sustainable natural resource management.

### **ELIGIBLE GRANTEES:**

State, county, and municipal units of government, educational institutions, and non-profit entities, may be awarded grants for proposals that meet program guidelines. Preference will be given to applicants that have not recently received funding through this program.

### **ELIGIBLE PROJECTS:**

This grant program supports projects and activities that develop and maintain managed, long-term community forestry programs. Applicants are encouraged to contact Project Canopy staff to discuss project ideas. Proposals that support the following urban and community forestry program elements will receive preference under the 2015 grant program.

- **Street Tree Inventory** - A management tool documenting tree species, location, condition and maintenance needs.
- **Long-Term Planning** – Develop a strategic/management plan that addresses long-term goals or strategic planning by a tree board, tree commission, or beautification committee. Plan may include tree planting, maintenance, and replacement needs of community trees. Communities are strongly encouraged to establish a Tree Board or Conservation Commission, and complete a tree inventory before developing a strategic plan.
- **Tree Board Development** - Organize and establish a new tree board or commission to develop or administer a community forestry program. The group should be charged by municipal ordinance to act on behalf of town/city or in coordination with a city forester/arborist or public department.
- **Public Tree Ordinance** - Develop or revise a municipal tree ordinance that addresses authority over public trees, assigns responsibility to a public department or individual, establishes a tree board and sets management and maintenance standards. Communities are strongly encouraged to establish a Tree Board or Conservation Commission and develop a municipal tree ordinance if one is not already in place.
- **Forest Management Planning** – Develop or revise forest management plans for publicly owned or accessible parcels of forestlands in accordance with Maine Forest Service Wood-sWISE standards. Consultants providing these services must be on the Maine Forest Service Stewardship Forester List.
- **Invasive forest pest response plans** – develop plans to address resiliency of community trees and forests to present and imminent forest pests.

### **COST-SHARING REQUIREMENT:**

This is a 50/50 (Project Canopy/local) match program based on reimbursable costs. The maximum amount of federal funds awarded may not exceed 50% of the project cost and shall be no more than **\$10,000** per community application. Applicants must match federal funds, dollar for dollar, in the form of cash, services or in-kind contributions that meet program standards and guidelines. Applicants must match federal cost-share funds with nonfederal funds and/or contributions. The applicant may use current reasonable rates, i.e. the value of a professional consultant's time based upon his/her standard hourly rate of pay, when estimating the value of non-cash donations and in-kind services, e.g. volunteer time.

## **ELIGIBLE AND INELIGIBLE COSTS:**

### **Eligible Reimbursable Costs:**

The only costs eligible for reimbursement are those associated with one or more of the following:

- Fees charged by private contractors and/or consultants.
- Purchase of essential supplies and materials.
- Purchase and planting of trees, along with maintenance during the grant period, for research and demonstration projects only. For all other tree planting and maintenance projects, refer to Project Canopy's Planting and Maintenance grant program. Three-year maintenance with a 90% survival rate is expected on all plantings. **Only maintenance costs incurred during the grant period are eligible for reimbursement.**
- Costs associated with site preparation and soil amendments.

### **Eligible Non-reimbursable Costs (Applicant's Share or Match):**

The following costs are not reimbursable, **BUT** are allowed to meet the community's **minimum cost-sharing requirements of 50%** of the total project cost.

- Cash or in-kind donations and services.
- Salaries, fringe, and overhead costs.
- Volunteer labor, machinery and equipment.

### **Ineligible Costs (And NOT allowed as part of the community's cost-share):**

This cost-share program is for projects and/or activities not currently funded. It is not intended to be a substitute for existing funding levels. The focus of the program is to support new initiatives that would not otherwise occur during the funding cycle.

- Purchase of machinery or equipment.
- Construction of any kind, e.g. sidewalks or roads.
- Purchase of land or land charges.
- Purchase of plant material classified as invasive species by Project Canopy.
- Purchase and planting of Norway maples (*Acer platanoides*) (including cultivars).
- Purchase and planting of ash species (*Fraxinus* sp.)— due to likelihood of eventual spread of the Emerald Ash Borer (*Agrilus planipennis*).
- Normal, community wide periodic maintenance of utility (telephone, electric, and cable) lines unless it is site specific and necessary to the project.

## **APPLICATION INSTRUCTIONS:**

To be considered for funding, applicants must meet the following requirements:

### **Training:**

Attend the grant information workshop held via web conference. **Attendance is required.** Grant workshops will cover topics including grant writing, project development, sustainable community forestry management, and grant administration. Please register with Jan Ames Santerre (207-287-4987) to let us know you will be attending. All grant workshops are conditional on registration.

\*Please note: The workshop is a distance learning workshop offered both in person in several locations throughout the state, and on the internet. Please contact us for more information.

**Application Form:**

- Complete the application form
- The application form must be signed by designated and official representatives

**Narrative:** (3 page maximum)

Applicants are required to submit a narrative with their application containing the following information:

- A brief history of your community program, school or nonprofit organization, including mission and goals for the next several years.
- A description of the project, including what you expect to be developed, produced, performed and/or implemented; a clear and measurable work plan for the project; and a timeline for completion of the process.
- A description of how your project will effectively contribute to Project Canopy and USDA Forest Service goals.
- A description of how this project will enhance your community's capacity for long-term and sustainable urban and community forestry management.

**Detailed Budget:**

Use the budget form to provide a detailed estimate of costs and applicant's match. The following should be addressed in detail:

- Costs eligible for reimbursement
- Applicant's share match. Indicate the source of matching funds and whether they are in-hand or pending.

**Three-Year Maintenance Plan:**

If tree planting is part of your proposal, a three-year maintenance plan must be included in your application. The plan should identify individuals and resources responsible for tree maintenance over a three-year period. **Only tree maintenance costs during the grant period are eligible for reimbursement or may be used as match.**

**Letters of Support:**

Applications that include a broad range of participants will be favored. Applicants are required to include letters of support from partners that include specific commitments and contributions to the project, e.g. amount of volunteer labor committed, estimated services provided, donated equipment or labor, and not just a general statement of support. **For applicants that are not a municipality, a letter of support from a sponsoring municipality is strongly recommended.**

**Community Capacity Checklist:**

Please complete the community capacity checklist and submit it with your application.

### **FUNDING REVIEW AND CRITERIA:**

Proposals will be evaluated on a competitive basis. An evaluation team made up of individuals from the Department of Agriculture, Conservation, and Forestry's Maine Forest Service, GrowSmart Maine, and Project Canopy partners will review project proposals. The evaluation team will make recommendations on applications to the State Forester, who will make final determinations. The grant review criteria are:

Project contributes to the goals of Project Canopy and the USFS	10 Points
Project helps support sustainable community forestry management	10 points
New community (has not received community forestry assistance funding)	10 Points
Community is a Tree City USA	5 Points
Project has a realistic budget and timeline	5 Points
Project need and value to the community are evident	5 Points
Community has a comprehensive plan that includes forestry	5 Points
Application is complete, legible, and clearly presented	5 Points
Community partnerships are evident and described in letters of support	5 Points

### **IF AWARDED A GRANT:**

Each grantee is required to sign an agreement for performance containing the required Federal General Assurances. The grant period is from February 15, 2016 to July 15, 2017.

**Successful applicants cannot commence work or incur any expenses against the grant until an agreement between Project Canopy and the authorized agency/organization has been signed. Expenses incurred outside the agreement period shall be deemed ineligible for reimbursement.**

### **TIME TABLE:**

<b>9/11/2015:</b>	Grant announcement
<b>11/2015:</b>	Grant workshops – statewide (specific dates, times, and locations TBA)
<b>12/4/2015:</b>	Applications are due to MFS no later than 5 p.m.
<b>2/1/2016:</b>	Successful applicants will be notified by the MFS of conditional project approval

Successful applicants must spend allocated federal funds between **February 15, 2016 and July 15, 2017**. Applicants must complete final project reporting procedures, furnish documentation of project completion, and submit expenses to the MFS within 30 days following completion. Unless prior approval has been granted, grantees will be ineligible for reimbursement if completed grant documentation is not furnished to MFS by **August 15, 2017**.

### **PAYMENT PROCESS:**

Funds will be awarded on a reimbursement basis only. This means that all expenses have been paid in full and the project is complete before filing for grant payment. Funds awarded under the grant are available once satisfactory work has been completed within the contract period, as described in the original scope of work, and after verification of expenditures and match. Grantees must file a request for reimbursement, and send records of expenditures and match to the MFS, within 30 days following completion of the project, but in no case later than August 15, 2017. Payment shall be made to the authorized government unit, educational institution, or non-profit organization. Grantees can normally expect payment within 60 days of receipt of expenditure documentation.

**All records and receipts associated with the project must be maintained and available for inspection by the Maine Forest Service and State and Federal auditors for three (3) years after the grant period.**

**TECHNICAL ASSISTANCE:**

Technical assistance is available to all grant applicants from the Maine Forest Service, and GrowSmart Maine. Applicants are strongly encouraged to seek assistance from MFS personnel. Questions concerning the application process and/or project development should be directed to Jan Ames Santerre, Project Canopy Coordinator at (207) 287-4987, Kimberly Ballard, Community Outreach Director at (207) 699-4330 x3, or your local District Forester (listed below).

**DEPARTMENT OF CONSERVATION MAINE FOREST SERVICE DISTRICT FORESTERS**

Oliver Markewicz, MFS, 2281 Alfred Road, Lyman, Maine 04002	(207) 441-3712
Morten Moesswilde, MFS, 536 Waldoboro Road, Jefferson, Maine 04348	(207) 441-2895
Terri Coolong, MFS, P.O. Box 415, Old Town, ME, 04468	(207) 215-0679
Dan Jacobs, MFS, 2 Forestry Road, Island Falls, ME, 04747	(207) 441-4128
Sandy Walczyk, MFS, P.O. Box 130, Jonesboro, Maine 04648	(207) 441-4924
Shane Duigan, MFS, 356 Shaker Rd., Gray, ME, 04039	(207) 592-1251
Patty Cormier, MFS, PO Box 416, Norridgewock, Maine 04976	(207) 592-2238
Gordon Moore, MFS, PO Box 1107, Greenville, Maine 04441	(207) 441-4139
Merle Ring, MFS, 131 Bethel Road, West Paris, Maine 04289	(207) 441-3276
Randy Lagasse, MFS, 45 Radar Road, Ashland, Maine 04732	(207) 557-1086